






What You Will Learn in Chapter 5

In this chapter you will learn how to use five buttons in the HUD Toolbox to display various HUD data.

- The **HUD Query Area** button  allows you to select a specific geographic jurisdiction to display HUD data.
- The **HUD Query Area** button used in conjunction with the cursor allows you to draw the boundaries of an area within which to display HUD data.
- The **CPD Entitlement Data** button  allows you to display all the projects contained within an entitlement city or county's Consolidated Plan.
- The **Public Housing Data** button  allows you to display Public Housing Authority data.
- The **State/Small Cities Data** button  allows you to display State/small cities project data.
- The **EZ/EC Data** button  allows you to display Enterprise Community and Empowerment Zone data.

Introduction to Exercise 1: Selecting a Geographic Jurisdiction To Display HUD Data

In this exercise you will learn to use the HUD Query Area tool to select a point on the map to study. You will click with your cursor on the City of Baltimore map to select that area for study. This will display a list of the various levels of government that have jurisdiction over the clicked-on point.

What You Will Learn in Exercise 1

In this exercise you will learn:

- How to use the **HUD Query Area button**  to select a specific geographic jurisdiction across which you will display HUD data.


Using the HUD Query Area Button

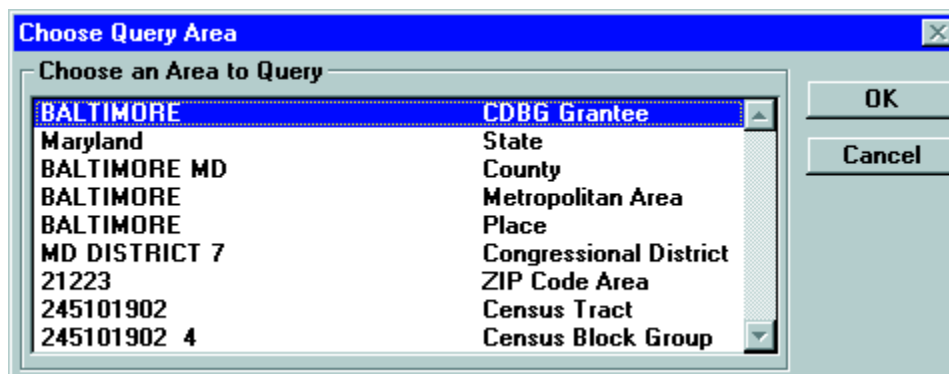
Steps

1. **Click on the Map Library button** and make the following selections:

- **Location: Baltimore**
- **Category: General Purpose Maps**
- **Map: Area Map**

Then **click OK**.

2. **Click on the HUD Query Area button**  in the HUD toolbox.
3. With the HUD Query Area button activated, **choose a point on the map within the City of Baltimore, then double-click on the point**. The Locating Features screen will appear as the software searches for all the geographic designations that have jurisdiction over the location point you selected. When the search is completed, it will bring up the Choose Query Area dialog box, as shown below, with a list of markers at different map scales relevant to the chosen point.



4. **Choose Baltimore, CDBG Grantee**, as the geographic designation to query.
5. **Click OK.** The HUD Program Query Builder screen will appear.
6. Make the following choices:
 - Under Choose Year(s), **select From 1997 To 1997.**
 - Under Choose Program(s), **select CPD Entitlement.**
 - Under Choose Activity Type(s), **click on the All button.**
 - Under Choose Method, **select the By Area radio button.**

When you choose the By Area Method, you are not required to indicate a specific agency. However, your query results will not include the activities that lack specific geographic information such as an address or an intersection.

(Note: Selecting **“By Agency”** will lead to a query of all funding channelled into a chosen area by *the selected agency*, i.e. the City of Baltimore in this example. Selecting **“By Area”** will lead to a query **of all funding** channelled into the designated area, even if the agency providing the funding is located outside the area, e.g. the City of Alexandria, Virginia channelling funding into Washington, DC. Selecting **“By Area”** will, however, provide a list only of funding that is channelled to specific addresses. It will not include lists of area-wide funding that are not specific to any address(es). To obtain this information, you must do a query **“By agency.”**)

7. **Click on the Apply button;** after the query is complete, **click on the All button** at the lower left to select all the CPD activities. The HUD Program Query Builder dialog box appears as shown below and illustrates the results of the query.

HUD Program Query Builder (CDBG Grantee: BALTIMORE)

Choose Year(s): From 1997 To 1997

Choose Program(s): CPD Entitlement

Choose Activity Type(s): All

Choose Method: ☒ By Area ☐ By Agency

Apply

Query Results


Year	Activity Title	Program	Activity Type	Funding	Guarantee
1997	Adapt-A-House	CPD Entitlement	Public Services	14,000	
1997	Associated Catholic Charities, I...	CPD Entitlement	Public Facilities	82,000	
1997	Baltimore American Indian Center	CPD Entitlement	Public Services	21,700	
1997	Baltimore County Albanian Chapte...	CPD Entitlement	Youth Programs	25,000	
1997	Baltimore Highlands Recreation C...	CPD Entitlement	Youth Programs	15,000	
1997	Baltimore Urban League	CPD Entitlement	Public Services	146,300	
1997	Boas Edison Housing Services, Inc.	CPD Entitlement	Housing	31,000	
1997	Boas Edison Housing Services, ...	CPD Entitlement	Economic Devt.	8,000	
1997	Boas Edison Housing Services, ...	CPD Entitlement	Housing	10,000	
1997	Bolton Waverly Community Associa...	CPD Entitlement	Public Services	15,300	
1997	Bowley's Lane	CPD Entitlement	Housing	800,000	
1997	Bundel Apartments	CPD Entitlement	Housing	500,000	
1997	Caroline Fless Center	CPD Entitlement	Public Services	25,000	

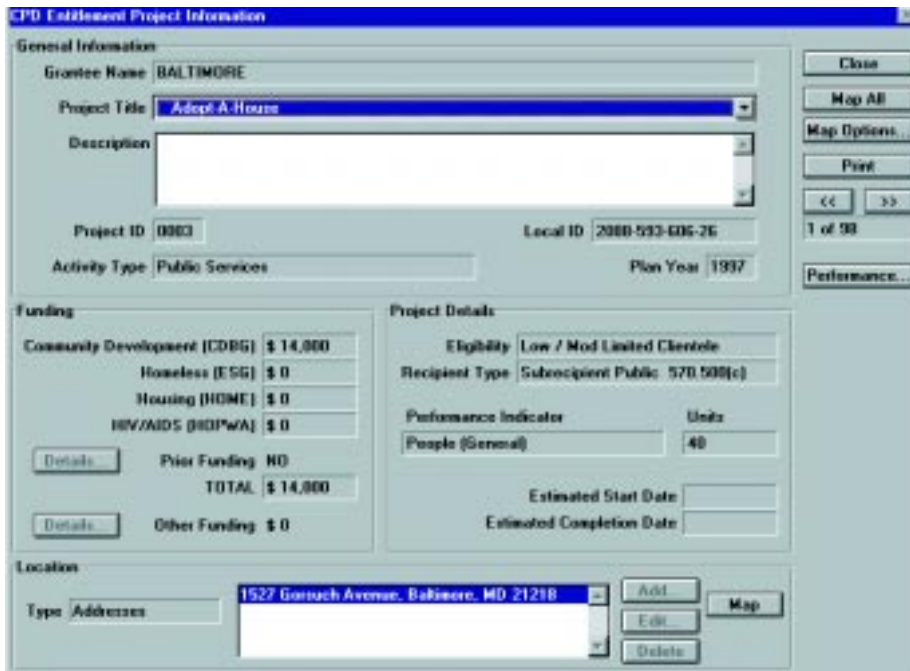
[90 of 98 Chosen]




TOTAL FUNDING \$10,193,196

Details... Print... Export... Map Map Options... Close

The lower half of the HUD Program Query Builder screen displays the results of your query. All the buttons below the Query Results act upon the selected activities. For example, clicking on Print will result in printing out a table of all selected activities.

8. **Click on the *Details* button**  located at the bottom left-hand side of the HUD Program Query Builder screen. When completed, the CPD Entitlement Project Information dialog box will appear as shown below:

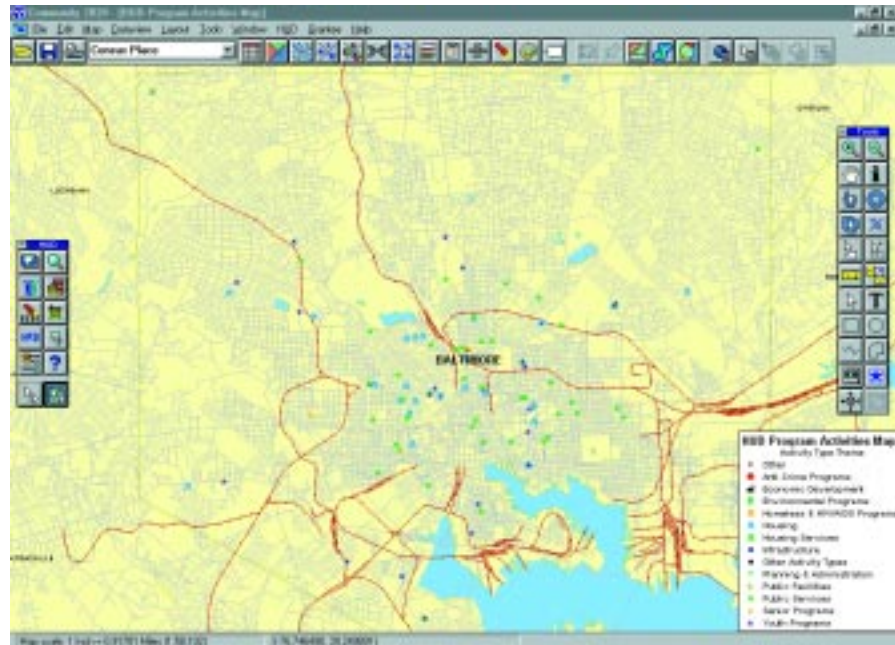


9. Note at the right-hand side of the screen that there are 98 projects. These projects can be viewed in two ways:
 - **Click on the *Previous* button**  **or the *Next* button**  to view the projects sequentially.
 - **Click on the *Project Title* dropdown button** to view a specific project alphabetically.
10. **Click on the *Performance* button**  to view the current funding status and accomplishments of the project.
11. **Click on the *Close* button** on the Performance screen to return to the CPD Entitlement Project Information screen. **Click on the *Close* button** on the CPD Entitlement Project Information screen to return to the HUD Program Query Builder screen.

Note:

Additional information for the performance screens will be made available in the form of updates to C2020 on the HUD home page on the Internet.

12. **Click on the Map button** on the HUD Program Query Builder screen. The **Selecting Activities** status window will appear as the software gathers the information about each 1997 CPD Entitlement Project. After the map is displayed, the **Confirm dialog box** will appear, asking whether you want to return to the HUD Program Query.
13. **Select No** because you will not use the query again for this exercise. A map of the Baltimore area will appear displaying the 1997 CPD Entitlement Project locations, as shown below:



14. **Click on the Activity Info button**  and click directly on any icon on the map.

The CPD Entitlement Project Information form will be displayed to show the information for that project.

15. **Click on the Close** button to return to the map. Then select **File, Close All**, from the menu.

Introduction to Exercise 2: Drawing Your Own Area for Displaying HUD Data


In Exercise 1 you learned to use the HUD Program Query by starting with predetermined geographic areas that were defined either in the top window of the Map Library or by selecting a point on the map with the cursor. In this exercise you will learn how to define your own geographic area, then use the HUD Program Query to determine which HUD-funded program activities are located within that area.

This tool is especially useful to nonprofit neighborhood organizations, but it can also be used by school districts, police precincts, local planning districts, or other such areas with recognized boundaries.

For the purposes of this exercise, you will examine the program activities HUD funded during the last 5 years in an area of your choice within “My Neighborhood,” your home marker.


What You Will Learn in Exercise 2

In this exercise you will learn how to use:

- The **HUD Query Area tool**  to draw a boundary around an identified area.
- The **About tool** to identify the HUD programs operating in the area and information about the data itself, including the last date of data update and where to access the data within your computer.
- The **Data Source tool** to identify the source of HUD data and who provided it.

Viewing HUD Programs in an Area of Your Choice

Steps

1. **Click on the Map Library button** and make the following selections:
 - **Location: My Neighborhood**
 - **Category: General Purpose Maps**
 - **Map: Area Map**
 - **Click OK.**
2. **Click on the HUD Query Area button**  in the HUD toolbox.
3. With the HUD Query Area button activated, **click on any 5 points** within the map to form a large polygon. If you make a mistake during this step, **press Escape** and then redraw the shape.
4. **Double-click on the first (original) point** of the polygon to close it. A blue line will appear that should match your polygon. C2020 will then display the HUD Program Query Builder dialog box.

5. **Make the following choices:**
 - Under Choose Year(s), **click on the All button.**
 - Under Choose Program(s), **click on the All button.**
 - Under Choose Activity Type(s), **click on the All button.**
 - Under Choose Method, **select the By Area radio button.**
6. **Click on the Apply button.** C2020 will search through all the databases and select all HUD-funded program activities over the last 5 years. A list of activities will appear in the Query Results window. The total number of activities and the total amount of HUD funding and loan guarantees will appear at the bottom of the Query Results window.
7. **Click on the All button** below the Query Results pane. This list of activities will all be highlighted in blue, indicating that they are all included in the query.
8. **Click on the About button.** The **About Data Sources** dialog box will appear. This is where information about the data is found, such as the date when each HUD program area was last updated and the location where the data is stored in the computer.
9. **Highlight any one of the HUD Programs** on the Query Results list.
10. **Click on the About Data Source button.** The Data Source dialog box will appear, indicating who collected the data and the procedures used to collect the data.
11. **Click on Close** to close the Data Source dialog box. **Click on Close** to close the About Data Sources dialog box.
12. **Click on the Map button.** A map will appear displaying an icon for each HUD-funded activity. The Confirm dialog box will also appear, asking if you want to return to the HUD Program Query dialog box. **Click on No.**
13. **Click on the Activity Info button. Then click on a HUD-funded activity icon of your choice.** The HUD Project Information form will appear, displaying the project information. **Click on the Close button** to return to the map.
14. **Select File, Close All,** to complete the exercise.


Introduction to Exercise 3: Displaying CPD Consolidated Plan Data

Exercise 3 describes how to look at community development data in the Consolidated Plans of CPD entitlement cities and counties. It is intended to show how to display detailed information about the grantee (e.g., its address and contact person). It also displays the entitlement funding allocations for CDBG, ESG, HOME, and HOPWA.

Individual project data from the Consolidated Plan is also displayed on a form. From this form you can develop a map to show the location of an individual project that has an address. You can also display a map showing the location of all projects that have an address in the Consolidated Plan.


What You Will Learn in Exercise 3

In this exercise you will learn:

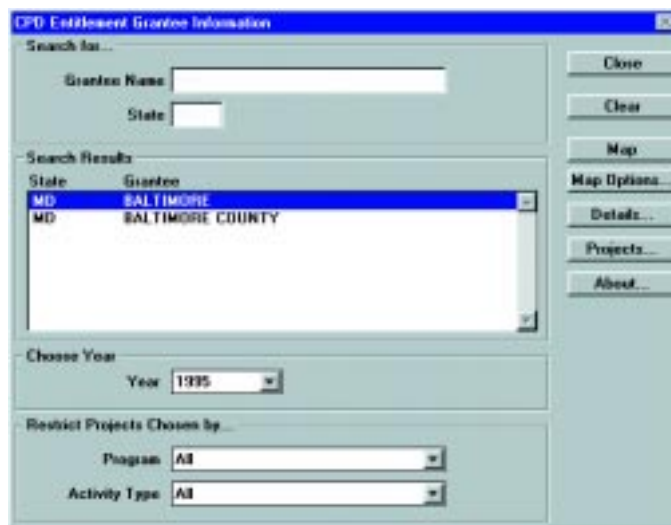
- How to use the **CPD Entitlement Data button**  to access data for a specific grantee of CDBG, ESG, HOME, and HOPWA grants.
- How to view details about a specific grantee.
- How to view information screens for each grantee's projects.

Viewing CPD Entitlement Information

Steps

1. To determine the total number of projects in a CPD entitlement city's or county's Consolidated Plan, **click on the CPD Entitlement Data button**  in the HUD toolbox. **Type the first few letters of the grantee name** in the given text box ("balt" in this case), then **hit Tab or Enter**. You may also **enter the two-letter State abbreviation** in the State field and **press Tab** to see the list of all grantees in your State. Next **click on the name of the Grantee** whose projects you wish to view (Baltimore). You can now use several buttons on the right to obtain information about this grantee.

If you click on the Map button on this screen, the software will create a map of the CDBG grantee that you have selected.

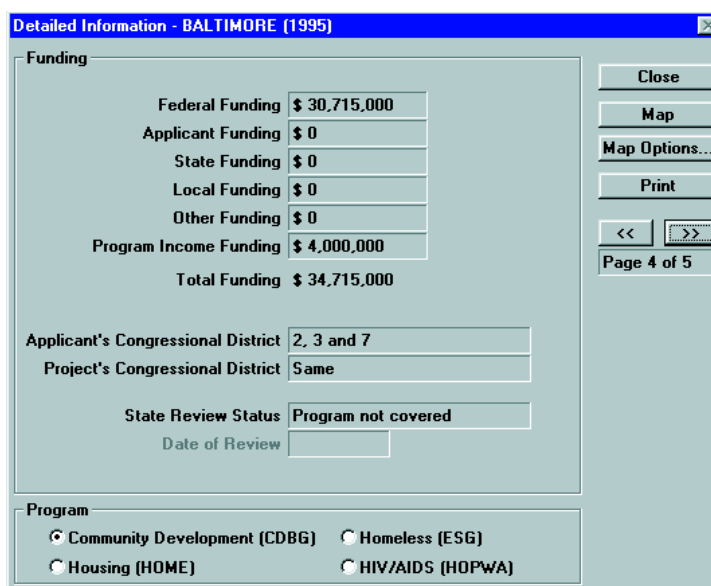


The dialog box titled "CPD Entitlement Grantee Information" contains the following fields and buttons:

- Search for...:**
 - Grantee Name: [text box]
 - State: [text box]
- Search Results:**

State	Grantee
MD	BALTIMORE
MD	BALTIMORE COUNTY
- Choose Year:**
 - Year: 1995
- Restrict Projects Chosen by...:**
 - Program: All
 - Activity Type: All
- Buttons:** Close, Clear, Map, Map Options..., Details..., Projects..., About...

- The Details button allows you to view information about the grantee that it submits on the SF-424 form. For example, you can determine the dollar amount for each of the four programs (i.e., CDBG, ESG, HOME, and HOPWA). Change the year to 1995, then **click on the Details button** in the CPD Entitlement Grantee Information dialog box. When the Detailed Information dialog box appears, **click on Next >>** to move to page 4. Then **click on each of the four Program buttons**, located at the bottom of the screen, to view the total funds allocated. The Detailed Information form appears as follows:



The dialog box titled "Detailed Information - BALTIMORE (1995)" displays the following information:

- Funding:**

Federal Funding	\$ 30,715,000
Applicant Funding	\$ 0
State Funding	\$ 0
Local Funding	\$ 0
Other Funding	\$ 0
Program Income Funding	\$ 4,000,000
Total Funding	\$ 34,715,000
- Applicant's Congressional District:** 2, 3 and 7
- Project's Congressional District:** Same
- State Review Status:** Program not covered
- Date of Review:** [text box]
- Program:**
 - ☒ Community Development (CDBG)
 - ☐ Homeless (ESG)
 - ☐ Housing (HOME)
 - ☐ HIV/AIDS (HOPWA)
- Buttons:** Close, Map, Map Options..., Print, <<, >>, Page 4 of 5

- Click on Close** to close the Detailed Information form. The CPD Entitlement Grantee Information dialog box reappears.

4. To view the Project Information screen for each project, **click on the Projects button**. The form for the grantee's first project appears as shown below:

5. **Click on the Previous << and Next >> buttons** to scroll through and view information about individual projects.

Select the Map All button in the top right corner of the form. The software will create a map of the projects for this grantee.

A message will appear asking whether you want to return to the CPD Entitlement Project Information form. **Click on No**. You will see the map displayed below:




6. **Select the Activity Info button** , then click on any icon on the map. The form displaying the CPD Entitlement Information about that project will appear. **Close** the CPD Entitlement Project Information Dialog Box.
7. **Select File, Close All**, to complete this exercise.

Introduction to Exercise 4: Public Housing Authorities and Developments

The C2020 software contains data on public housing authorities (PHAs) and the Federal programs they manage. These locally operated PHAs manage a variety of programs to maintain their housing units and to provide services at development sites. Two major types of programs run by PHAs are the conventional Public Housing program and the Section 8 program. This exercise shows you how to view these data on forms and maps.


What You Will Learn in Exercise 4

In this exercise you will learn:

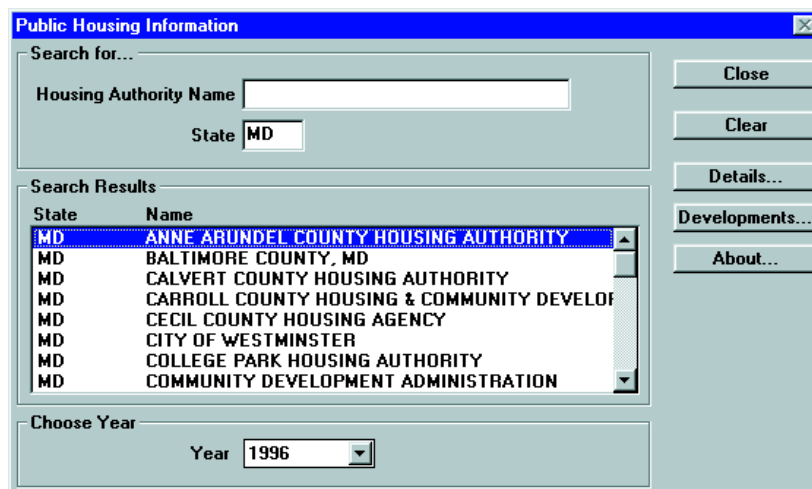
- How to use the **Public Housing Data button**  to display PHA data.
- How to view details about the PHA.
- How to view information about each development of the PHA.
- How to map PHA developments.

Viewing Public Housing Information

Steps

1. **Click on the Public Housing Data button**  in the HUD toolbox or **choose HUD, Public Housing Data**, from the Main Menu to display the Public Housing Information form.
2. **Search for a PHA** using one of the following methods:
 - To search for a PHA by name, **enter the name of the PHA in the Housing Authority Name edit box.**
 - To search among all PHAs in a State, **enter the abbreviation for the State in the State edit box.** For this exercise, type “MD.”
3. **Press the Tab or Enter key** on your keyboard to display the list of PHAs. You may enter information in both Housing Authority Name and State edit boxes to narrow your search.
4. **Select ANNE ARUNDEL COUNTY HOUSING AUTHORITY** from those displayed.


5. **Select 1996** as the program year. The Public Housing Information dialog box will appear as shown below:



The dialog box titled "Public Housing Information" contains a search section with a "Search for..." label, a "Housing Authority Name" text box, and a "State" dropdown menu set to "MD". Below this is a "Search Results" section with a table listing various housing authorities in Maryland. The first entry, "ANNE ARUNDEL COUNTY HOUSING AUTHORITY", is selected. To the right of the search results are buttons for "Close", "Clear", "Details...", "Developments...", and "About...". At the bottom, there is a "Choose Year" section with a "Year" dropdown menu set to "1996".

State	Name
MD	ANNE ARUNDEL COUNTY HOUSING AUTHORITY
MD	BALTIMORE COUNTY, MD
MD	CALVERT COUNTY HOUSING AUTHORITY
MD	CARROLL COUNTY HOUSING & COMMUNITY DEVELOPMENT
MD	CECIL COUNTY HOUSING AGENCY
MD	CITY OF WESTMINSTER
MD	COLLEGE PARK HOUSING AUTHORITY
MD	COMMUNITY DEVELOPMENT ADMINISTRATION

6. **Click on the Details button** in the dialog box. C2020 displays the first of three pages about the PHA in the Detailed Information form. This page is shown as follows:



The "Detailed Information" form for the Anne Arundel County Housing Authority is displayed. It is divided into three sections: "General Information", "Estimated Population", and "Public Housing Building Characteristics".

General Information:

- Authority Name: ANNE ARUNDEL COUNTY HOUSING AUTHORITY
- Address: 7885 Gordon Court
- City, State & ZIP: GLEN BURNIE, MD 21061
- Phone: [Empty]
- Year: 1996

Estimated Population:

	Units	Population
Low-Rent Public Housing	1,826	1,910
Section 8	677	1,810
TOTAL	1,703	3,720

Public Housing Building Characteristics:

Total Units	1,826
0 Bedroom	420
1 Bedroom	269
2 Bedroom	127
3 Bedroom	140
4+ Bedroom	62

Units Designated for Elderly/Disabled: 872

Navigation buttons: << >> Page 1 of 3

7. **Click on Close** to close the Detailed Information form.

Viewing Public Housing Development Information


A PHA may have one or more public housing developments. C2020 lets you look at information about each development on a form and see the locations of all the developments on a Public Housing map. You can also select one or more Public Housing developments from the Public Housing map and pull up the information about them on a form.

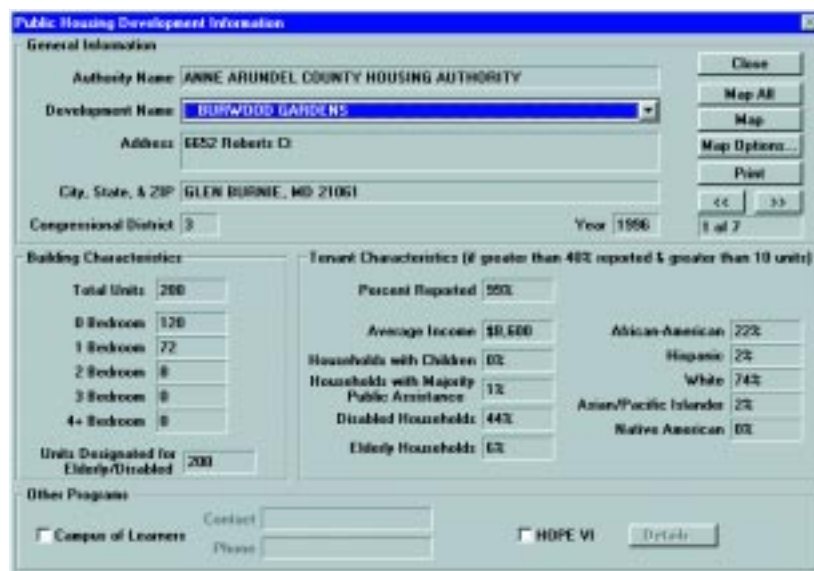
8. **Click on the Developments button** on the Public Housing Information dialog box.
9. **Click on the scroll keys** on the right side of the dialog box to view different projects for the chosen housing authority. Note that below the scroll keys, C2020 displays the total number of developments for the selected housing authority.

Mapping Public Housing Developments

10. You can map the location of the development currently displayed in the form.

Click on the Map button. You can also map all of the developments selected. To do this, **click on the Map All button.** C2020 automatically adjusts the scale of the map so that the development or developments are visible. Depending on which PHAs and developments you choose, this could cover a small area or a very large one.

11. **Click on the Project Info button**  in the HUD toolbox. **Select a Housing icon from the map and click on it once.** The Information dialog box for the selected development will appear, similar to the one shown below:



Public Housing Development Information

General Information

Authority Name: ANNE ARUNDEL COUNTY HOUSING AUTHORITY

Development Name: BURWOOD GARDENS

Address: 8852 Roberts Ct

City, State, & ZIP: GLEN BURNIE, MD 21061

Congressional District: 3

Year: 1996

Building Characteristics

Total Units: 200

0 Bedroom: 120

1 Bedroom: 72

2 Bedroom: 8

3 Bedroom: 0

4+ Bedroom: 0

Units Designated for Elderly/Disabled: 200

Tenant Characteristics (if greater than 40% reported & greater than 10 units)

Percent Reported: 55%

Average Income: \$8,600

Households with Children: 6%

Households with Majority Public Assistance: 1%

Disabled Households: 44%

Elderly Households: 6%

African-American: 22%

Hispanic: 2%

White: 74%

Asian/Pacific Islander: 2%

Native American: 0%

Other Programs

☐ Campus of Learning

Contact: _____

Phone: _____

☐ HOPE VI

<< >>

1 of 7


12. **Click on the Close button** in the dialog box. Then **select File, Close All, from the Main Menu.**

Introduction to Exercise 5: Displaying State/Small Cities Project Data

State and Small Cities projects are funded by CDBG grants to the State government for nonentitlement areas. You can look at the project data on a form for some or all of the projects for nonentitlement areas.

What You Will Learn in Exercise 5


In this exercise you will learn:

- How to use the **State/Small Cities button**  to display State and Small Cities project data.
- How to view information for a specific project funded through this program.

Looking at State and Small Cities Projects by Place Name

The nonentitlement areas are identified by place name. You can look at the projects for one or more places. You can also limit the projects to a certain year or activity.

Steps

1. **Click on the State/Small Cities button**  in the HUD toolbox or **Select HUD, State/Small Cities Data,** from the Main Menu. The State/Small Cities dialog box appears.
2. Search for a small city by using one of the following methods:
 - To search for a small city by name, **enter the name of the small city in the Place Name edit box.**
 - To search among all small cities in a State, **enter the abbreviation for the State in the State edit box (type “MD” for this exercise).**
3. **Press the Tab or Enter key** to display the list of small cities. You may enter information in both the Place Name edit box and State edit box to narrow your search.

4. **Select Aberdeen from those displayed and select 1993 as the program year.**

The screenshot shows a software window titled "States/Small Cities Project Information". It is divided into two main sections: "General Information" and "Detailed Information".

General Information:

- Locality: Aberdeen, MD
- Activity Type: Public Facilities
- Grant Status: Active Grant
- Fiscal Year: 1993
- Amount Approved: \$500,000
- 1990 Population: 12,887

On the right side of the General Information section, there are several buttons: "Close", "Map All", "Map", "Map Options...", "Print", and navigation buttons "<<" and ">>". At the bottom right, it says "1 of 1".

Detailed Information:

	Proposed	Actual
Units Rehabilitated	0	0
Loans	0	0
Total Persons	1,040	1,040
Low-Mod Persons	1,010	1,010
Jobs	0	0
Low-Mod Jobs	0	0

5. **Click on the Projects button** to display the States/Small Cities Project Information form.
6. **Click on the Map All button** to display the project location on the map of Aberdeen, MD.
7. **Select File, Close All,** from the Main Menu.


Introduction to Exercise 6: Displaying EZ/EC Data

C2020-HUD also provides data on Empowerment Zones and Enterprise Communities (EZ/ECs). The software can display locations of EZ/EC areas and activities therein on a map. The software can also provide detailed information about organizations that administer EZ/EC programs and activities.

The software also contains an EZ/EC Locator button to determine whether a particular address is located within a Zone.


What You Will Learn in Exercise 7

In this exercise you will learn:

- How to use the **EZ/EC Data button**  to display information about a specific EZ or EC.
- How to access information about specific activities of an EZ or EC.
- How to determine if a specific address is inside an EZ or EC using the Locator button.

Viewing Information on EZs and ECs

Steps

1. **Click on the EZ/EC button**  to display the EZ/EC Information dialog box. This dialog box contains a list of EZs and ECs.
2. **Click on Baltimore, Maryland, and choose the program year 1997.** You can now use the buttons at the right to get information about this EZ.
3. **Click on the Details button** to bring up the Detailed Information form. This form provides city organizational information. **Click on the Map button** on this form to display the boundaries of the Zone drawn on a map of the city. **Select Yes** in the Confirm dialog box after reviewing the map, then **close** the Detailed Information dialog box.
4. **Click on the Activities button** to bring up the EZ/EC Activity Information form to display information about EZ/EC activities. **Click on the Map All button** on this form to display the location of these activities within the boundaries of the Zone drawn on a map of the city. After reviewing the map, **click on Yes** in the Confirm dialog box, then **close** the EZ/EC Activity Information dialog box.

The EZ/EC locator allows you to determine whether a specific address lies within a federally designated EZ/EC. This determination may help you find out if you qualify for certain tax credits.

5. **Click on the Locator button** to bring up the EZ/EC Locator dialog box. **Enter the following street address and ZIP Code: "1500 Bank St., 21231."** Then **click on the Locate button**. If this address is located within an EZ/EC area, you will see the contact information as shown below. If not, a different message box will appear indicating that it is not.



6. **Click OK. Select File, Close All.**

Wrapping Up

Congratulations. You have learned several ways to use the HUD Program Query to find out information about HUD-funded activities. You also learned how to find out information about specific HUD programs, including projects in CPD entitlement city and county Consolidated Plans, public housing, CPD State and small cities, and ECs and EZs.

Chapter 5 Summary Questions

1. True or False: To receive a complete list of all projects in an area, not just those with exact addresses, you need to run a query by Area.
2. Which tool do you use to query a user-defined area?
 - A. The HUD Program Query tool.
 - B. The HUD Query Area tool.
 - C. The CPD Entitlement Data tool.
 - D. None of the above.
3. True or False: You are able to access information on all of a grantee's Consolidated Plan projects.
4. True or False: The Public Housing Information form will let you access only the details on the public housing developments.
5. True or False: You can determine whether your business is eligible for EZ/EC tax credits by using this software.

Answers to these questions can be found at the end of the manual in Appendix B.

